UNIVERSITY OF SUSSEX

School of Psychology

Post of Student Mentor 2020/21

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| Location | School of Psychology |
| Grade | Hourly paid at £9.15 per hour (plus holiday allowance) |
| Responsible to | Director of Student Experience |

Purpose of the post:

The Student Mentor Scheme is a University-wide scheme offering students peer-led help with study skills. Working within your subject discipline you, will work with students seeking assistance with their studies, using Skills Hub materials to guide you. Support will be provided via email and in a weekly drop in session.

Key relationships:

Director of Student Experience, Student Mentors, School Project Officer, Tutors, School Office professional services staff.

Key responsibilities:

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| 1 | To respond to individual requests from other students for assistance with aspects of their studies, using Skills Hub to inform the mentees’ approach to this work. |
| 2 | To respond to student queries via email. |
| 3 | To respond to student queries at drop-in sessions. |
| 4 | To refer students on to other support services where appropriate. |
| 5 | To attend training before taking up the role. |
| 6 | To attend department meetings as required to discuss the service with academics. |

This Job Description sets out current duties of the post that may vary from time to time without changing the general character of the post or the level of responsibility entailed.

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Person Specification for the post of: Student Mentor

SKILLS / ABILITIES

Essential Desirable

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| --- | --- | --- |
| Excellent communication and listening skills. | X |  |
| Strong evidence of excellent academic progress. | X |  |
| Ability to assist other students and manage your own academic work load. | X |  |

KNOWLEDGE

Essential Desirable

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| Knowledge of student support services available on campus. |  | X |
| Understanding of the study challenges that students may have. |  | X |
| Knowledge of issues relating to confidentiality, and a good understanding of the management of confidential material and information. |  | X |

EXPERIENCE

Essential Desirable

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| Experience of working supportively with other students. | X |  |
| Experience of working one-to-one. |  | X |

QUALIFICATIONS

Essential Desirable

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| Currently studying at the University of Sussex as a second, third/final year undergraduate, or a postgraduate. | X |  |

PERSONAL ATTRIBUTES AND CIRCUMSTANCES

Essential Desirable

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| Ability to empathise with others | X |  |